

# THINGS TO CONSIDER IF YOU (EMPLOYEE) ARE INJURED AT WORK

1. Dial 602-2298 or 9-1-1 if you need emergency care.
2. If you need to seek non-emergency medical treatment please go to:

## **SMHC WORKWELL**

10 Wellspring Road  
Biddeford, ME 04005  
(207) 283-7600

*Appointments Only*

## **CONCENTRA**

85 Western Ave  
South Portland, ME 04106  
(207) 774-7751

*Walk-Ins Only - Please notify HR first if you wish to go to Concentra so they can call ahead and give verbal authorization for .*

## **CONVENIENTMD**

191 Marginal Way  
Portland, ME 04101  
(207) 517-3838  
Saco, Westbrook & Brunswick too!

*Open 8:00am-8:00pm, 7 days a week - no appointments needed.*

3. Make sure you complete an Accident Report and turn it into Human Resources within 24 hours of the injury.
4. Keep HR informed of your work-related injury or illness.
  - Let HR know if you miss time from work due to your injury.
  - Communicate with HR work restrictions you may have because of your injury.
  - Keep your supervisor informed of any anticipated missed time from work due to your injury (ie for doctor appointments).